FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS PROCUREMENT DIVISION

320 Hospital Drive, Suite 23 Warrenton, Virginia 20186

Phone: 540.428.8712 Fax: 540.347.5753

NOTICE OF CONTRACT AWARD

DATE: April 11, 2005

COMMODITY NAME: Instructional Supplies & Related Materials

CONTRACT NUMBER: R-KS-4011 PWCPS

CONTRACT PERIOD: December 1, 2003 to November 30, 2005

RENEWAL OPTIONS: December 1, 2005 to November 30, 2006 #1

December 1, 2006 to November 30, 2007 #2 December 1, 2007 to November 30, 2008 #3

3 (1) Year Renewals

DISCOUNTS: See Price Agreement for Each Vendor

CONTRACTOR: Various Vendors

TERMS: Net 30 days

DELIVERY: Free Freight/Shipping

FOR FURTHER INFORMATION CONTACT: Roxanne Ehardt, Buyer, Phone: 540.428.8712

Email: Roxanne.ehardt@fauquiercounty.gov

NOTICE TO ALL FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOL USING DEPARTMENTS: This contract is the result of a competitive bid program and its use must follow the FCG&PS Procurement Policy/Procedures for the purchase of the commodity listed herein. Please see the reverse side of this notice for further instructions regarding this contract.

By: _		
-	Roxanne Ehardt, Buyer	
	Buyer, FCG&PS Procurement	

INSTRUCTIONS

- 1. **Orders**: All FCG&PS Using Departments must order services listed by issuing FCG&PS Purchase Orders per FCG&PS Procurement Procedures Manual. An extra copy of the Procedures Manual can be obtained by calling Procurement at (540) 428-8720 or 8717.
- 2. The applicable contract number, vendor number, estimated total dollar amount (can be done as a "Not to exceed" estimated figure), contact person with phone number, and billing/delivery address must be shown on each purchase order for Finance & Contractor use.
- 3. Inspection on delivery and approval of contractor's invoice is the responsibility of the receiving using department.
- 4. Any complaint as to quality of goods or services, faulty or delinquent delivery, or violation of contract provisions by contractor shall be reported to FCG&PS Procurement for handling with the Contractor. All complaints must be submitted in writing and can be forwarded to Procurement via fax or courier.
- 5. Pricing: See Pricing Agreement.

Period of Contract: December 1, 2003 through November 30, 2005

Commodity Codes: Elementary 78610909999, Middle 78620909999, High 78630909999

Manadam.	ADC Cab and Countries		ACC Dublishing
Vendor:	ABC School Supply	AFP School Supply	AGS Publishing
	ABC014001	AFP.01000	AM.GU01000
Purchase Orders shall be sent to	ABC School Supply	AFP School Supply	American Guidance Service, Inc.
(address):	P.O. Box 369	P.O. Box 43-0747	P.O. Box 99
	Landisville, PA 17538	South Miami, FL 33243-0747	Circle Pines, MN 55014
B	ABC School Supply	AFP School Supply	AGS Publishing
Remittance Address:	Box 684069	P.O. Box 43-0747	P.O. Box 86 SDS12-1429
	Milwaukee, WI 53268-4069	South Miami, FL 33243-0747	Minneapolis, MN 55486
Contract Number:	RKS-4011-01	RKS-4011-02	RKS-4011-03
Vendor Bid Number (if applicable):	R-KS-4011	091603	N/A
Area of Interest:	Early Learning; Grades K-1	All areas; Grades K-12	All areas; Grades K-12; Spec. Ed.
Contact Person:	Dawn Peters	Donald Sprague	Customer Service
Phone Number:	800-669-4222	800-962-4041	800-328-2560
Fax Number:	800-933-2987	305-665-1800	800-471-8457
FOB:	Free w/minimum order of \$100.00	Free	10%; via UPS; Next-day/2 nd day extra chg; Report damaged or other claims to AGS within 15 days of receipt of goods. AGS will replace damaged materials.
Minimum Order:	\$100.00	N/A	N/A
Discount from Catalog:	17%	12%	0%
Exceptions to Discounts:	Excluded from this offer are all FACTORY DIRECT items, indicated with a green truck symbol and all PLAYGROUND EQUIPMENT. This offer is based on the lowest price in ABC School Supply Current Catalog and future Early Learning catalog. Prices will be taken from the current catalogs in use at the time the order is placed. This offer excludes sales catalogs and cannot be combined with any other offer(s).	None	None
Unit of Issue:	EACH	EACH	EACH
Delivery Time Frame ARO (in days):	15 Days	5 to 7 Days ARO	15 – 30 Days ARO
Payment Terms:	Net 30	Net 30	0%, Net 30 Days ARO

Period of Contract: December 1, 2003 through November 30, 2005

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Vendor:	Ammie Enterprises /	Attainment Company	Ballard & Tighe, Publishers
Purchase Orders shall be sent to (address):	AMMIE01000 Ammie Enterprises P.O. Box 151 Fallbrook, CA 92088-0151	E693 Attainment Company P.O. Box 930160 Verona, WI 53593-0160	BALLA01000 P.O. Box 219 Brea, CA 92822-0219
Remittance Address:	Ammie Enterprises P.O. Box 151 Fallbrook, CA 92088-0151	SAME	P.O. Box 219 Brea, CA 92822-0219
Contract Number:	RKS-4011-04	RKS-4011-05	RKS-4011-06
Vendor Bid Number (if applicable):	N/A	N/A	NA
Area of Interest:	ESL	Special Ed; Special needs	Social Studies, ESL, Prof Dev.
Contact Person:	Denise Maiorano-Torrez	Brent Denu	Educational Sales Consultant Dr. Joyce Lancaster
Phone Number:	800-633-5544	800-327-4269	800-290-0472
Fax Number:	760-451-2096 \	800-942-3865	813-633-8333
FOB:	15%; \$4.95 minimum	N/A	Shipping Point; See catalog
Minimum Order:	None	N/A	N/A
Discount from Catalog:	10-29 Books / 10% Discount 30-100 Books - 15% Discount 101 or more inquire for pricing Orders that exceed \$200.00 qualify for a 5% discount on shipping	5%	See Catalog for Discounts
Exceptions to Discounts:	Discounts apply to Ammie Titles Only (Pages 2-4 in current catalog)	N/A	NA
Unit of Issue:	EACH	EACH	EACH
Delivery Time Frame ARO (in days):	7 – 14 Days	7 – 10 Days	15 (ground delivery) Days
Payment Terms:	Net 30	Net 30	Net 30

Period of Contract: December 1, 2003 through November 30, 2005

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Vendor:	Career Solutions Training Group	Central Programs, Inc. d/b/a Gumdrop Books	Childcraft Education Corp.
Purchase Orders shall be sent to (address):	E1355 13 East Central Ave. Paoli, PA 19301	GUMDR01000 802 North 41 st Street P.O. Box 505 Bethany, MO 64424	CHILD01200 P.O. Box 3239 Lancaster, PA 17604-3239
Remittance Address:	13 East Central Ave. Paoli, PA 19301	P.O. Box 930016 Kansas City, MO 64193- 0016	Childcraft Education Corp. P.O. Box 689839 Milwaukee, WI 53268-9839
Contract Number:	RKS-4011-07	RKS-4011-08	R-KS-4011-09
Vendor Bid Number (if applicable):	NA	NA	R-KS-4011
Area of Interest:	Career Education	Library Services	Instructional - Grades K-2
Contact Person:	Katie Hall	Michelle Doll Bid Coordinator	Cassi Redcay
Phone Number:	888-299-2784	800-821-7199 – Ext. 3916	800-631-5652
Fax Number:	610-993-8249	660-425-3910	888-532-4453
F.O.B:	5%	Free within U.S.	Free w/minimum order of \$100.00
Minimum Orders:	NA	N/A	\$100.00 (see below)
Discount from Catalog:	5%	Catalog prices reflect discount of up to 65% off of publisher's list price. Free typing service	Based on the lowest price in Childcraft's current Future Growing Yrs & Early Childhood Direct Catalogs; A minimum order of \$100 will receive a 10% discount, free shipping & handling & free inside delivery.
Exceptions to Discounts:	None	None	Excluded from this offer are all factory direct items indicated w/an * next to the price of the item.
Unit of Issue:	EACH	EACH	EACH
Delivery Time Frame after Receipt of Order (in days):	14 Days	14 – 21 Days	15 – 20 Days ARO
	Net 30 Days	Net 30 Days	Net 30 Days

Period of Contract: December 1, 2003 through November 30, 2005

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Note: Where applicable; reference contract number on all purchase orders

Vendor:	Curriculum Associates, Inc.	Educational Record Center, Inc.	\Educator's Outlet
vendor.	Curriculum Associates, IIIc.	· ·	
Purchase Orders shall be sent to (address):	E1099 P.O. Box 2001 N. Billerica, MA 01862	EDUCA37000 3233 Burnt Mill Dr., Suite 100 Wilmington, ND 28403- 2698 TEL: 800/438-1637 FAX: 888/438-1637	84\2680770 P.O. Box 397 Timpath, CO 80547
Remittance Address:	P.O. Box 970026 Boston, MA 02297-0026	Same as above	Same as above
Contract Number:	RKS-4011-10	RKS-4011-11	RKS-4011-12
Vendor Bid Number (if applicable):	NA	N/A	B10375
Area of Interest:	Test materials - Math; Reading, LArts; Test Preparation	Instructional Materials	Instructional Materials
Contact Person:	Debra A. Andreoli	Scott Long	Sarah Kunzie
Phone Number:	800-225-0248	800-438-1637	800-315-2212
Fax Number:	800-366-1158	888-438-1637	866-254-5786
FOB:	10% order under \$1,000; 8% orders over \$1,000; \$3.50 Min.	See catalog; Free w/orders \$500.00 or more; Orders under \$20.00 must be prepaid.	10%; \$4.50 minimum
Minimum Order:	\$25.00	N/A	N/A
Discount from Catalog:	0%	0% Net Catalog; Shipping (see catalog)	15%
Exceptions to Discounts:	None	Please see catalog for savings of 10% or more on groups or sets of products.	None
Delivery Time Frame after Receipt of Order (in days):	21 Days ARO	1 – 3	1/5 Days for in-stock items
Payment Terms:	Net 30 Days	Net 30 Days	30 Days

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Vendor:	Elan Publishing Company, Inc.	Sateway Learning Corporation	GPN
Purchase Orders shall be sent to (address):	ELAN.01000 P.O. Box 683 Meredith, NH 03253	GATEW01000 2900 S. Harbor Blvd. Santa Ana, CA 92704	47049123300 P.O. Box 80669 Lincoln, NE 68501-0669
Remittance Address:	P.O.\Box 683 Meredith, NH 03253	Same as above	Same as above
Contract Number:	RKS-4011-13	RKS-4011-14	RKS-4011-15
Vendor Bid Number (if applicable):	Q03-9363	N/A	N/A
Area of Interest:	Teacher Instructional Materials (Plan Books, Record Books)	Hooked on Phonics; Grades K-8	Core Areas; Guidance; Media Literacy
Contact Person:	Amy Read Bid Representative	Brian Stich	Stephen C. Lenzen, Executive Director
Phone Number:	(800) 258-2000	714-429-2223 – Ext. 2205	800-228-4630
Fax Number:	(603) 253-8126	714-429-2294	800-306-2330
FOB:	Shipping will be added to invoice	See catalog	7%; %5.00 Minimum
Minimum Order:	N/A	N/A	N/A
Discount from Catalog:	30% on all teacher plan and record books and score books 15% on all student assignment books	See catalog for volume discounts	5% Discount off catalog or price list price for videos, DVDs and CD-ROMS. Add 7% Shipping & Handling (Min. \$5.00)
Exceptions to Discounts:	N/A	N/A	Discount does not apply to books, pamphlets, telecourses, GPN sales or convention specials or web orders
Delivery Time Frame after Receipt of Order (in days):	Within 7 – 10 days ARO (Not applicable for customized orders)	∖21 Days	14 to 21 Calendar Days
Payment Terms:	Net 30 days	30 Days	Net 30

Period of Contract: December 1, 2003 through November 30, 2005 Commodity Codes: Elementary 78610909999, Middle 78620909999, High 78630909999

Vendor:	Hammond & Stephens (Div. of Premier Agendas, Inc.)	Home Front Software, Lori Austin, Consultant, The Story Teller	Human Relations Media
Purchase Orders shall be sent to (address):	HAMMO01000 P.O. Box 629 Fremond, NE 68026	21388453600 14205 Van Doren Rd. Manassas, VA 20112	HUMAN01000 41 Kensico Dr. Mt. Kisco, NY 10549
Remittance Address:	MB Unit 68-9882 Milwaukee, WI 53268-9882	14205 Van Doren Rd. Manassas, VA 20112	Same as above
Contract Number:	RKS-4011-16	RKS-4011-17	RKS-4011-18
Vendor Bid Number (if applicable):	N/A	NA	
Area of Interest:	Teacher Instructional Materials (Plan Books, Record Books)	Reading	Grades 2-12; Guidance, Science; Career Ed.
Contact Person:	Ann Hansen Inside Sales Consultant	Lori Austin	Pam Callahan
Phone Number:	800-228-9875	703-791-2794	800-431-2050
Fax Number:	800-633-0630	N/A	914-244-0485
FOB:	Will be added to order	N/A	9%; \$5.00 Min.
Minimum Order:	\$25.00	N/A	N/A
Discount from Catalog:	0%; (Direct Wholesale prices), Volume discounts (see catalog)	5%	Take an additional: 10% off orders \$500.00-\$999.99 15% off orders \$1,000.00-\$1,499.99 20% off orders \$1,500.00-\$1,999.99 25% off orders over \$2,000.00
Exceptions to Discounts:	Shipping charges will be prepaid and added to invoice. 10-15% of total order.	N/A	N/A
Delivery Time Frame after Receipt	14 on stock items	30 Days	Approx. 10 Days
of Order (in days):			

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Vendor:	Kamico Instructional Media, Inc.	Knowledge Unlimited	Laerdal Medical
Purchase Orders shall be sent to (address):	74271494300 4413 Spicewood Springs Rd, #200 Austin, TX 78759	39144610400 P.O. Box 52 Madison, WI 53701	LAERD012001 167 Myers Corners Road P.O. Box 1840 Wappingers Falls, NY 12590
Remittance Address:	4413 Spicewood Springs Rd, #200 Austin, TX 78759	Same	P.O. Box 8500-53168 Philadelphia, PA 19178-3168
Contract Number:	RKS-4011-19	RKS-4011-20	RKS-4011-21
Vendor Bid Number (if applicable):	N/A	N/A	VA – princewilliamctypublicschools- 2003
Area of Interest:	Grades K-8; ESL Testing	Social Studies; Science; Economics	Health Supplies
Contact Person:	Gary Miller	Customer Service Department	Ines Trager
Phone Number:	512-343-0801	800-356-2303	800-648-1851 – Ext. 280
Fax Number:	512-372-9204	608-442-1525	800-266-4359
FOB:	10%	10%; \$5.00 Minimum	Zone 4 - \$11.00
Minimum Order:	N/A	N/A	N/A
Discount from Catalog:	10% shipping added to all orders	0%	5 – 10 %
Exceptions to Discounts:	N/A	20% off of Zino Press Children's Books	Patient Simulators American Heart Assoc. Airway & Spinal; 15% restocking fee on all returns
Delivery Time Frame after Receipt of Order (in days):	3 – 4 Days	10 – 14 Days	30 Day ARO or Less
Payment Terms:	Net 30	Net 30 Days	Net 30

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Vendor:	\Learning Services	Library Video Company	Linx Educational Publishing
Purchase Orders shall be sent to (address):	LEARN03800 P.O. Box 10636 Eugene, OR 97440	LIBRA06000 P.O. Box 580 Wynnewood, PA 19096	59342309400 P.O. Box 50009 Jacksonville Beach, FL 32240
Remittance Address:	3623 Latrobe Dr., Suite 206 Charlotte, NC 28211	SAME	P.O. Box 50009 Jacksonville Beach, FL 32240
Contract Number:	RKS-4011-22	RKS-4011-23	RKS-40 1-24
Vendor Bid Number (if applicable):	VAJK23275	N/A	N/A
Area of Interest:	Instructional Software	Library Media	Career Education; Guidance; Life Skills
Contact Person:	Sally Shorb	Parker Hall	Lina Ingraham
Phone Number:	888-271-9888	800-843-3620	904-241-1861 / 800-717-5469
Fax Number:	704-442-0017	610-645-4040	904-241-3279 / 888-546-9338
FOB:	Free for all catalog related orders of \$500 or more; see exceptions	Under \$100.00 - \$5.75 Over \$100.00 - 5.75% Over \$1,500 - 3.75%	Free orders over \$1,000.00 5% order under \$1,000.00
Minimum Order:	N/A /	N/A	
Discount from Catalog:	10% Software; 3% - Other; No discounts on pages 15 through 30	0% - See Attachment	10% on orders over \$1,000.00 5% under \$1,000.00; No discounts on orders under \$100.00
Exceptions to Discounts:	S&H will be applied to hardware, audio-visual equipment and furniture; No discounts on any size (singles, labs, licenses) for products from Scientific Learning, Waterloo Maple & Boxer Learning.	N/A	Orders returned after 30 days will/be charge a 10% restocking fee
Delivery Time Frame after Receipt of Order (in days):	√5 – 15 Days	5 Business Days	// – 14 Days
Payment Terms:	Net 30	Net 30	Net 30

Period of Contract: December 1, 2003 through November 30, 2005 Commodity Codes: Elementary 78610909999, Middle 78620909999, High 78630909999

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Vendor:	Long's Electronics	Paxton Patterson	Plank Road Publishing
Purchase Orders shall be sent to (address):	LONGS01000 2630 5 th Avenue South Irondale, AL 35210	93049634200 5719 West 65 th St. Chicago, IL 60638	E1195 Plank Road Publishing P.O. Box 26627 Wauwatosa, WI 53226
Remittance Address:	2630 5 th Avenue South Irondale, AL 35210	SAME	Plank Road Publishing P.O. Box 26627 Wauwatosa, WI 53226
Contract Number:	RKS-4011-25	RKS-4011-26	RKS-4011-27
Vendor Bid Number (if applicable):	VA 20030922-216	C 702863	N/A
Area of Interest:	Audio Visual	Tech Ed.; Maintenance	Music; Instructional; Grades K-8
Contact Person:	April Camp	Jim Mich	Lynn Crowell
Phone Number:	800-633-4984	800-323-8484	800-437-0832
Fax Number:	877-633-4984	708-594-1907	888-272-0212
FOB:	See Catalog	Free on orders of \$75.00 or more; Less than will be added to order	Orders up to \$10.00 - \$4.95; Orders up to \$50.00 - \$5.95 Orders up to \$100.00 - 12% Order up to \$200.00 - 10% Over \$200.00 - 8%
Minimum Order:	N/A	N/A	N/A
Discount from Catalog:	5%	10%	0% - Catalogs are already discounted for schools & districts.
Exceptions to Discounts:	Close-out pricing	Delivery by trucks with lifts or complete inside delivery is available at extra cost.	Purchase orders/Invoices add \$2.50 processing fee
Delivery Time Frame after Receipt of Order (in days):	7 – 31 Days	Supplies - 5 - 10 Days Equipment - 10 - 60 Days	5 – 14 Days if in stock
Payment Terms:	Net 30	Net 30	Net 30

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Vendor:	Renaissance Learning	S & S Worldwide, Inc.	Science Kit, Inc.
Purchase Orders shall be sent to (address):	RENAI02000 2911 Peach St. P.O. Box 8036 Wisconsin Rapids, WI 54495-8036	S&S01000 75 Mill Street Colchester, CT 06415	SCIEN02000 777 East Park Drive P.O. Box 5003 Tonawanda, NY 14151
Remittance Address:	P.O. Box 64910 St. Paul, MN 55164-0910	75 Mill Street Colchester, CT 06415	777 East Park Drive P.O. Box 5003 Tonawanda, NY 14151
Contract Number:	RKS-4011-28	RKS-4011-29	RKS-4011-30
Vendor Bid Number (if applicable):	N/A	R-KS-4011	SE 32965
Area of Interest:	Reading, Writing & Math	Instructional, Art	Science, Laboratory
Contact Person:	Tracie Grossman	Debra Hagberg	Michele McKenna Customer Service Supervisor
Phone Number:	715-424-3636	800-243-9232	800-828-7777
Fax Number:	715-424-4242	800-432-2842	800-828-3299
FOB:	See Attachment	Up to \$50.00 - \$5.95 Up to \$100.00 - \$9.95 Up to \$749.99 - 15% Over \$750.00 - Free	Free, with the exception of live, preserved hazardous material surcharges, motor freight items, and overnight/2-day delivery
Minimum Order:	0% - See Attachment	N/A	N/A
Discount from Catalog:	See Attachment	10%	10%
Exceptions to Discounts:	See Addendum – within 24 hours during normal business hours of operation	Sale flyer & special promotions Items labeled F.O.B./drop ship in catalog will be charged shipping prepaid and added to invoice.	Live, preserved, workshops and special order items are excluded from your discount
Delivery Time Frame ARO (in days):	24 hours	Within 30 days ARO	7 – 10 Days ARO
Payment Terms:	Net 30 Days	Net 30 Days	Net 30 Days

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Vendor:	Sing to Know	eachers' Curriculum Institute	Tech 4Learning, Inc.
Purchase Orders shall be sent to (address):	SING.01000 P.O. Box 523291 Springfield, VA 22152	/TEACH02400A P.O. Box 1327 Rancho Cordova, CA 95741	TECH.03000 10981 San Diego Mission Rd, #120 San Diego, CA 92108
Remittance Address:	Martha L. Ruelle - Sing to Know P.O. Box 523291 Springfield, VA 22152	P.O. Box 1327 Rancho Cordova, CA 95741	10981 San Diego Mission Road Suite 120 San Diego, CA 92108
Contract Number:	RKS-4011 31	RKS-4011-32	RKS-4011-33
Vendor Bid Number (if applicable):	N/A	N/A	N/A
Area of Interest:	Social Studies	Social Studies; History Alive	On-Site Prof. Dev; Software
Contact Person:	Martha L. Ruelle	Cheri Soza-Lancaster	Shannon Jones
Phone Number:	703-476-4963	800-497-6138 Ext. 205	619-563-5348
Fax Number:	703-476-4963	800-343-6828	619-283-8176
FOB:	Economics Basic CD Pkg - \$4.50 per pkg.; Quantity Basic Economics Pkg \$8.00; VA Studies Basic Pkg \$6.50; School Pkg \$8.00	7%; \$5.00 minimum	Calculated on a per-order basis
Minimum Order:	N/A	N/A	Extension licenses require the purchase of a site license; Extensions must be ordered in minimum quantities of five (5)
Discount from Catalog:	0%/	0%	5%
Exceptions to Discounts:	Ν/A	N/A	5% Discount not applicable to Site Licenses, Extensions, Professional Development
Delivery Time Frame after Receipt of Order (in days):	10 Days	15 Days; Backorders 30 days	4 Days
Payment Terms:	30 Days	Net 30	Net 30 upon receipt of invoice

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Note: Where applicable; reference contract number on all purchase orders

Vendor:	The World & I	U.S. Toy Co., Inc. d/b/a Constructive Playthings	Visual Learning Company
Purchase Orders shall be sent to (address):	3600 New York Ave., NE Washington, DC 20002	US04000 13201 Arrington Road Grandview, MO 64030- 2886	VISUA04000 25 Union Street Brandon, VT 05733
Remittance Address:	Not applicable	SAME	25 Union Street Brandon, VT 05733
Contract Number:	RKS-4011-34	RKS-4011-35	RKS-4011-36
Vendor Bid Number (if applicable):	N/A	8302FT600	IFB #R-KS-4011
Area of Interest:	Social Studies; Periodical	Instructional	Science
Contact Person:	Mini Lee	Michael Klein	Stephanie A. Rogers
Phone Number:	202-636-4812	800-448-1412	800-453-8481
Fax Number:	202-832-5780	816-761-9295	802-247-6951
FOB:	Free	Shipping Point, Free for orders \$600.00 or more	\$5.00 for MARC Records
Minimum Order:	N/A	\$25.00	N/A
Discount from Catalog:	20%	5%	10%
Exceptions to Discounts:	Single Subscription (less than \$45)	No phone orders accepted; All outdoor playground equipment drop shipped direct (*) from factory	Fees apply for MARC records processing
Delivery Time Frame after Receipt of Order (in days):	1 day for online setup 14 days for print delivery	15 to 20 Days	5 – 7 Business Days
Payment Terms:	Net 30	Net 30	30 Days

RED HIGHLIGHTED VENDORS ARE NOT ON A RIDING CONTRACT. WE ARE NOT TO CALL THESE VENDORS FOR PRICES. PLEASE CONTACT ROXANNE EHARDT AT 428-8712 IF ASSISTANCE IS REQUIRED.